

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name		9. Position No.	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)			
3. Division			12. Proposed Class Title			
4. Section	For Use By Personnel Office	13. Allocation				Position Number
5. Unit		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
City County		16. Audit				
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %	Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time)  FROM: AM/PM To: AM/PM	17. Audit					
			Date: By: Date: By:			

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Denise Gray Stevens	Regional Administrator (PSAII)	

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Denise Gray Stevens	Regional Administrator (PSAII)	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Some latitude is allowed.
- b) This employee will be located in an office separate from the supervisor and will have general direction to complete tasks. This employee will be free to develop their own work sequences within established procedures using independent judgment based on program knowledge and expertise.
- c) Assignments are delegated from program administrative staff based on numbers of applications or complaints received, and based upon areas and counties covered by this position. All assignments have established timelines for completion.

. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

o. Each Task and Indicate Percent of Time	E or M	
40%	E	Conducts surveys for the purpose of investigating complaints and reports of unsafe, harmful or illegal child care in keeping with agency regulations, policies and procedures by child care providers. Reviews medication administration records, health care policies, and variance and incident reports of child care facilities as children in these facilities often have special mental and physical health care needs requiring use of special techniques and multiple medications, especially psychotropic medications. Completes a written report and recommends appropriate regulatory actions. Coordinates the investigations with DCF social workers, local health department staff, law enforcement personnel, and child placing agency staff. Obtains reports completed by other professional staff related to the complaint. Testifies at administrative and other hearings with particular emphasis on health and medical issues. Work is reviewed by supervisor through written reports, regular supervisory conferences, and other supervisory conferences as needed when unusual situations occur or when enforcement action is recommended.
30%	E	Surveys, inspects, monitors and conducts program evaluations of residential foster care facilities for compliance with operational practices, environmental standards, delivery of services, and appropriate practices through interpretation and application of regulations and statutes, to assure the health and safety of children in out-of-home care. Reviews health care policies of facilities with particular attention to training of staff in medication administration, communicable diseases, injuries, special needs of children with mental health issues, developmental delays, and child and adolescent health issues. Conducts initial, annual, and compliance surveys of 24-hour child care facilities, as needed. Evaluates program design and implementation, coordinates surveys with local health departments and child placing agency staff as needed. Documents results of surveys and submits to supervisor for review in an accurate and timely manner. Organizes and mails surveys in timely manner, in accordance with agency guidelines. Conducts compliance surveys as needed. Informs supervisor of unusual concerns or when enforcement action is recommended.
10%	E	Acts as a regional representative of KDHE with the health department staff and the child placing agency staff, in order to provide training, consultation, and technical assistance regarding licensing of 24-hour child care facilities, including presenting at regional meetings/training sessions, PS MAPP meetings, as needed. Analyzes regional needs and makes recommendations to regional administrator for training, the development of policy memorandums, and revisions/interpretations of the regulations. Assists in the presentation of regional training and also provides direct on-the-job surveyor training within the region to the CPA staff as requested. Completes case management listings and statistical reports as requested. Attends training and professional conferences in order to maintain proper credentialing. Participates in supervisory conferences on a regular basis.
10%	E	Acts as a community liaison by communicating and responding, at a professional level, to program and procedural inquiries and providing technical assistance and consultation to foster care providers, health department staff, child placing agency staff, management staff of facilities and the public. This communication provides consultation and education, as well as response to questions regarding the licensing and regulatory process of 24-hour childcare facilities and child placing agencies and maintaining the health and safety of children in out-of-home care. The community liaison role also involves interacting with all of the above to: 1) plan, coordinate, and advise; 2) obtain, give, or clarify information; 3) obtain or maintain goodwill and cooperation towards the program and agency purposes and programs. Work is reviewed by

supervisor through written reports, regular supervisory conferences, input of the community and licensees to the supervisor, and other supervisory conferences, as needed, when unusual situations occur or when enforcement action is recommended.

10%

M

Maintains the office/agency equipment and automobile assigned in good working order. Other duties as assigned by supervisor.



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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Local Government Officials	Daily	Obtain/verify information
State Government Officials	Daily	Explain rules/regulations
Community Contacts	Daily	Provide program information
DCF Program Staff	Daily	Carry out duties
Children in Foster Care	Daily	Carry out duties
Applicants/Licensees	Daily	Carry out duties

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25. What hazards, risks or discomforts exist on the job or in the work environment?

There will be occasional risks associated with site visits to homes and facilities from environmental and/or health hazards as well as exposure to communicable diseases of the licensees and collateral contacts. There are the normal hazards associated with daily operation of a motor vehicle on Kansas roads in all seasons.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer	Daily
Phone	Daily
Copier	Daily
Fax machine	Daily
Vehicle	Daily

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General \*see next box\*

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Education or Training - special or professional  
Bachelor's Degree--Nursing

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Licenses, certificates and registrations  
Licensed to practice as an RN in the State of Kansas at the time of hire  
Valid driver's license

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Special knowledge, skills and abilities  
Computer skills, including Word, Excel, Power Point  
Proofreading, grammar, attention to detail  
Excellent verbal and written communication skills  
Knowledge of regulatory function and purpose  
Knowledge of child development  
Knowledge of child welfare principles and practice  
Ability to interpret and apply laws, regulations and policies  
Ability to utilize organizational skills in meeting timeliness deadlines

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Experience - length in years and kind  
Two years of experience in pediatrics, community or public health service programs, which include work with programs for children with special needs, child protective services, juvenile offender programs, adoption services, foster care services or child care facility licensure.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

Denise Gray Stevens

07/07/2015

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date